



PROPOSAL NO. CB-2059

**REQUEST FOR PROPOSAL
FOR
ABILENE REGIONAL AIRPORT TERMINAL
FURNITURE REPLACEMENT**

PURPOSE

The City of Abilene is soliciting proposals from interested and qualified parties to replace and expand existing seating and furniture in the Airport Terminal Building.

The purpose is to provide durable, fashionable (to be approved by Airport Administration) furniture in the Terminal Building. All work is to be performed by the contractor. The Design Intent of the Airport is to provide a modern, relaxing and VIP experience for all of our passengers. Furniture selections are chosen based on seating configuration in a small Gate Area, a more modern look that has a feel of a high-end hotel lobby or airport VIP lounge. The listed furniture styles will be the basis for future phases of terminal interior improvements.

All workmanship, materials and equipment supplied and installed shall meet or exceed the requirements and adhere to all City and State of Texas Mechanical, Structural and Electrical Code/Standards. All workmanship will appear as "new construction" with all component colors approved by Airport staff.

SCOPE

Proposal includes:

- 1) Purchase, delivery and optional installation of commercial use, scuff/scratch resistant, high grade furniture and all associated materials including, but not limited to seating, tables, and furniture electrical / USB outlets.
- 2) Please list proposal for electrical / USB outlets separately.

Design and Materials

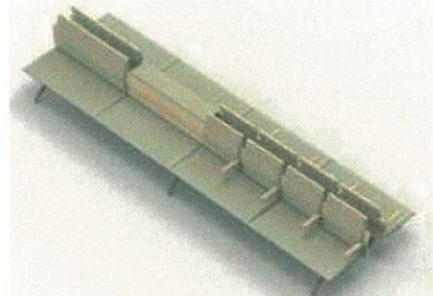
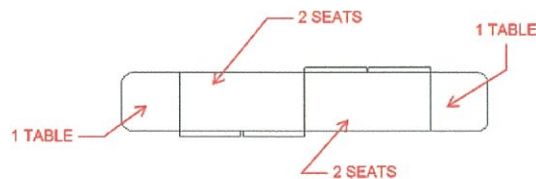
Exhibit 4a includes a floor plan, with locations and design of furniture. Materials must be commercial quality with special focus on durability and aesthetics. Materials proven to be successfully implemented in other airports will be preferred. Floor plan includes measurements, however **proposals should be based upon contractors own measurements.**

Each type of furniture is coded below (and on Exhibit 4) with estimated square footage. The exact dimensions, colors and types will be based upon proposal with Airport staff selection in accordance with the design intent.

So as not to exclude proposers in full due to aesthetic choices, the Airport may accept a proposal in part or as a whole with agreement by both parties. (ex: The Airport may say that Proposer 1's proposal for tables is superior to Proposer 2, but seating is better with Proposer 2. Upon agreement by the Airport and Proposers, the table sales may continue with Proposer 1 without seating.) This includes individual pieces. For this reason, itemization is preferred.

Proposed furniture list is as follows:

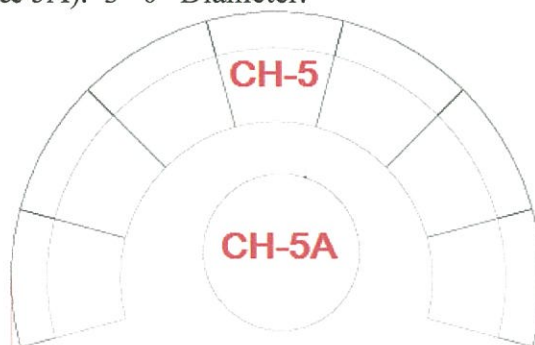
- 1) CH-3 4x 6-unit Landscape seating with 4 seats and 2 upholstered table pieces, or equivalent. 11'-10 1/2" L x 1'-10 1/2" wide.



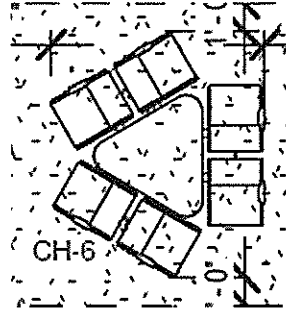
- 2) CH-4 1x 18-unit Landscape comprising 12-seats with backs, 6 upholstered table places, 2 planters & 10 arms or equivalent. 15'-11" long x 5'-7" wide.



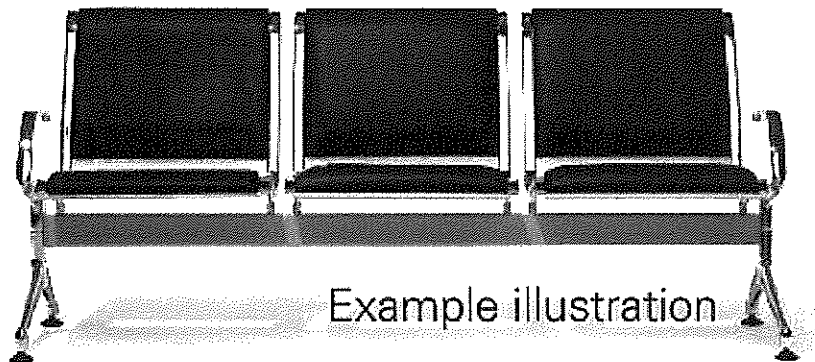
- 3) CH-5 & CH-9 5x Rounded seating for multiple people or equivalent. Example under item 4 (5 & 5A). 6 seats. 11'-4" long x 7'-1" wide.
- 4) CH-5A 5x Round ottoman in matching colors to CH-5 or equivalent. Example under item 4 (5 & 5A). 3'-0" Diameter.



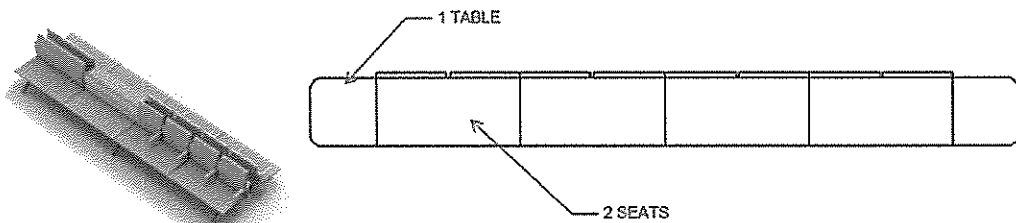
- 5) CH-6 2x 2-Seater Airport Bench with a table or equivalent with. Example style below item 7. Diagram shows one set of seats with a triangular table included. See below.



- 6) CH-7 5x 2-Seater bench. Aluminum powder coated framed chair with upholstered seats with flame retardant foam fabric grade 1 including plastic glides or equivalent. Example style below item 7. 3'-9 1/2" long x 2'-4 1/2" wide
- 7) CH-7A 5x 2-Seater bench with table. Aluminum powder coated framed chair with upholstered seats with flame retardant foam fabric grade 1 including plastic glides or equivalent. Example style below. 5'-9 1/4" long x 2'-4 1/2" wide



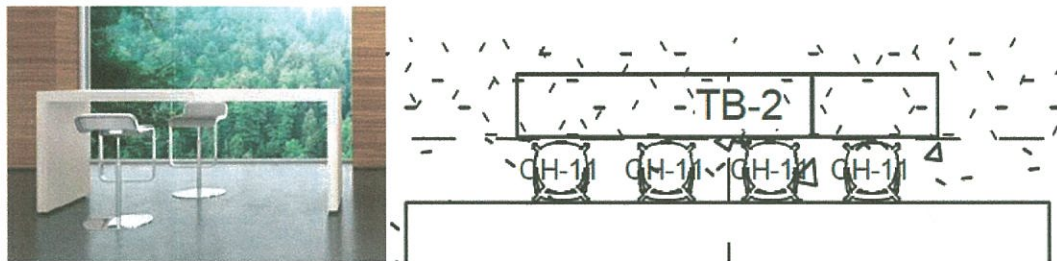
- 8) CH-8 3x Landscape seating with 8-seat backs 2 upholstered table pieces or equivalent. 20' - 1/2" long x 2'-3/4" wide This is the same design as CH3, but larger.



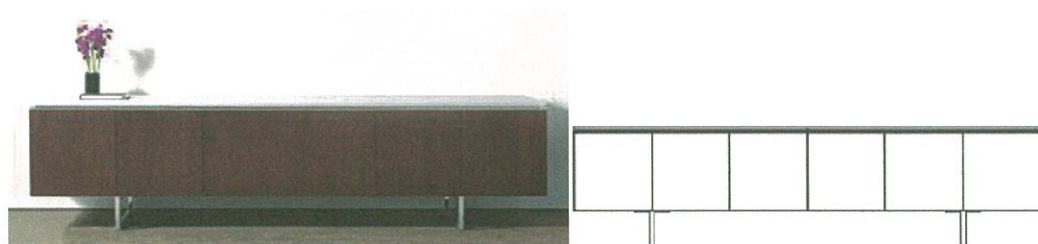
- 9) CH-11 4x Bar Stool with fixed base to carpet flooring or equivalent. Seat must be ventilated. Matches color of table TB-2. 1'-4 1/2" long x 1'-2 1/2" wide.



- 10) TB-2 1x Raised table for stools (CH11) with wheelchair height ADA compliant extension on right side of table (not shown in picture) or equivalent. Dimensions 84"L x 30"W x 42"H" with a drop down on the right with dimensions 36"L x 30"W x 34"H for ADA. Style/Design:



- 11) CR-1 3x Credenza 72"L x 22"W x 36"H – Wood veneer – Walnut. Style Mesa buffet credenza or equivalent.
 12) CR-2 1x Credenza 108"L x 19"W x 27"H – Wood veneer – Walnut. Style Mesa buffet credenza or equivalent.
 13) CR-3 1x Credenza 90"L x 20"W x 27"H – Wood veneer – Walnut. Style Mesa buffet credenza or equivalent.



City requires at a minimum:

The Proposer shall provide all approved units and delivery to the Airport.

Alternate Additive 1:

Proposer may provide the cost of all labor and materials for installation of all Proposer's units, including electrical/USB outlets if applicable. This project will be turn-key with all work performed by Proposer

All work, equipment and materials are to be furnished by Proposer. Proposer shall have access to premises between the hours of 11:00 p.m. and 4:00 a.m., Monday through Friday, except for City approved holidays. Access to secured areas outside of 11:00 p.m. to 4:00 a.m. will require security badges and background screening. Work outside of the listed hours will require coordination with Airport Administration to ensure passengers are minimally affected.

PROPOSAL

The City is soliciting proposals from interested and qualified parties to provide **AIRPORT TERMINAL FURNITURE** as described in the Scope.

INSURANCE REQUIREMENTS (For Additive Alternate only)

Worker's Compensation Liability - \$100,000

General Liability - \$500,000/occurrence

Business Automobile Liability - \$500,000 combined single limit for bodily injury and property damage per occurrence.

The City of Abilene must be named as Additional Insured on the certificate.

SAMPLE CONTRACT

A sample contract is included as **Exhibit 3 for Additive Alternate 1 only**. This sample contract only demonstrates a standard City of Abilene service contract and the intents and purposes covered in it. The contract may be changed prior to execution of the actual contract.

PRE-PROPOSAL CONFERENCE

A Pre-proposal conference will be held **June 1, 2020 at 10:00 am** in the lower level conference room of the airport terminal.

Attend remotely at:

meet.google.com/itt-hvzz-fbs

Phone Numbers

[\(US\)+1 414-909-7454](tel:+14149097454)

PIN: 515 215 353#

Proposers are encouraged to attend as the details of this system and the proposal process will be discussed. Questions and requests for information must be submitted by **June 5, 2020 at 3:00 pm**, to: Alex Cargile, Management Analyst, 2933 Airport Blvd. Suite 200, Abilene, TX 79602; or by e-mail (alex.cargile@abilenetx.gov). Questions will be answered by **June 11, 2020 at 5:00 pm**.

PROPOSAL SUBMITTAL

Sealed proposals will be received at the OFFICE OF THE PURCHASING ADMINISTRATOR, CITY HALL, 555 WALNUT STREET, ROOM 201A, ABILENE, TEXAS 79601, or via hand delivery on or before **June 25, 2020 at 4:00 pm**. Proposers to be considered by the City must submit **all** of the following:

1. Completed Proposal Form (**Exhibit 2**)
2. Examples and History of Qualifications and Experience
3. Conflict of Interest Questionnaire (**Exhibit 5**)
4. Other considerations as part of this RFP

PROPOSAL REJECTION AND DISQUALIFICATION

The City may in its discretion reject or disqualify proposals. The following list is not exhaustive but includes:

1. Failure to provide complete documentation as required.
2. Evidence of collusion.
3. Default or termination of other contracts.
4. Lack of ability to operate as proposed.
5. Omissions or fraudulent statements.
6. Current or past outstanding overdue debts to City of Abilene.
7. Other causes as deemed relevant by the City.
8. The City reserves the right to reject any and all proposals.

CONFIDENTIALITY OF RECORDS

Proposers must identify each portion of their proposal which they deem confidential, or which contain proprietary information, patents, or patents pending, copyrights, or trade secrets. Proposers must provide justification of what materials, upon request, should not be disclosed by the City. City records may be subject to disclosure to the public under the

Texas Open Records Act. The City may use or disclose the data submitted by each Proposer for any purpose unless its use is so identified and restricted by a Proposer. The Proposer's opinion of proprietary information is not binding on the City.

PROPOSAL EVALUATION

The City will review the merits of the proposals in accordance with the evaluation criteria listed below. Failure to provide information requested in this RFP may result in disqualification of a proposal. The sole objective of the evaluation will be to evaluate the responsiveness of each Proposer to the requirements of the RFP. Proposal selection criteria shall be evaluated in selective order of importance as listed below:

1. 5 Points – Proposed cost estimates of all items in scope.
2. 10 Points – Airport or commercial furniture experience.
3. 10 Points – Proposed products, brands and aesthetics based on Airport's design intent.
4. 5 Points – Estimated delivery time.

PROPOSER RESPONSIBILITY

Should a prospective Proposer find a discrepancy, or discrepancies in, or omissions from the Instructions to Proposers, the sample form of Agreement, or any drawings relating thereto, or should a Proposer be in doubt as to their meaning, Proposer shall at once notify in writing the City, who will then develop any necessary clarifications or addenda. **The City will not be responsible for any oral instructions or interpretations given by or to anyone whomsoever.**

**POC: MS. MELISSA DENSON, PURCHASING MANAGER
CITY HALL, 555 WALNUT STREET, ROOM 201A
ABILENE, TEXAS 79601**

Proposers are expected to familiarize themselves with the locations of the premises, and if applicable, mechanical, electrical, plumbing, fire protection, and base building details in connection with this operation.

Any Proposer desiring to submit a proposal for the City shall examine the terms of these Instructions to Proposers, Sample Agreement, and other materials and shall judge for themselves all the circumstances and conditions affecting their proposal. **Failure on the part of any Proposer to make such thorough examination or to investigate thoroughly the conditions of the proposal shall not be grounds for a declaration that the Proposer did not understand the proposal package.**

RANKING OF PROPOSALS BY CITY

In the event the City desires further information or clarification regarding any proposal, the City may request such information from Proposer. The City will rank the Proposals according to the evaluation criteria listed above, and select the most qualified proposer according to the ranking. The City shall conduct contract negotiations with the ranking Proposer. In the event a successful contract is not entered into with the top ranking Proposer, the City shall end negotiation and shall negotiate with the next top ranking Proposers until such time that a contract is agreed to. The City reserves the right to reject any or all Proposals.

PROPOSAL FORM

CITY OF ABILENE AIRPORT TERMINAL FURNITURE REPLACEMENT

TO: MS. MELISSA DENSON, PURCHASING MANAGER
CITY HALL, 555 WALNUT STREET, ROOM 201A
ABILENE, TEXAS 79601

Dear Ms. Denson:

The undersigned, having examined the Instructions to Proposers, the Sample Agreement, and any and all related documents for the proposed **AIRPORT TERMINAL FURNITURE REPLACEMENT** at 555 WALNUT STREET, ABILENE, TEXAS 79601 and having become familiar with the proposed sites therefor and operations thereof, hereby proposes the following cost to the City for the afore-described service under the Agreement to be executed if the undersigned is the successful Proposer.

1. Proposed units responsive to the requested categories with color and fabric options and cost of each unit. If Proposer does not propose a particular unit(s), please write NR next to that unit below. (may be listed as an attachment) (5 points):_____

CH-3
CH-4
CH-5 & CH-9
CH-5A
CH-6
CH-7
CH-7A
CH-8
CH-11
TB-2
CR-1
CR-2
CR-3
Electrical Outlet/USB Units

2. Airport or Commercial Furniture experience. (may be listed as an attachment) (10 points):_____

3. Proposed products, brands and aesthetics selections based on Airport's design intent. (may be listed as an attachment) (10 points).

4. Estimated delivery and install time (5 points).

Additive Alternate 1:

Installation of units (list each unit proposed and total cost for installation). Not proposing on installation does not disqualify a Proposer from consideration.

CH-3
CH-4
CH-5 & CH-9
CH-5A
CH-6
CH-7
CH-7A
CH-8
CH-11
TB-2
CR-1
CR-2
CR-3
Electrical Outlet/USB Units

The undersigned hereby acknowledges receipt of copies of the City Contract and Instructions to Proposers for the **CITY OF ABILENE AIRPORT TERMINAL FURNITURE REPLACEMENT** and that the same have been reviewed prior to the execution of the proposal; that the premises have been inspected by the undersigned, who has become thoroughly familiar herewith and with the proposed method of operation. The undersigned further:

- (a) Acknowledges the right of the City in its sole discretion to reject any or all proposals submitted, and that an award may be made to a Proposer other than one of the lowest monetary cost to the City of Abilene.
- (b) Acknowledges and agrees that the discretion of the City in selection of the successful Proposer shall be final, not subject to review or protest, and
- (c) Acknowledges that this proposal is made with full knowledge of the foregoing and in full agreement thereto.

By submission of this proposal, the Proposer acknowledges that the City has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information contained in the proposal and related documents, and

authorizes release to the City of any and all information sought in such inquiry or investigation.

Dated at _____
this _____ day of _____ 2020.

Signature of Proposer: _____

If an individual: _____
Doing business as _____

If a partnership: _____
Doing business as _____
By: _____
(General Partner)

If a corporation: _____
By: _____
Title: _____
(Seal if proposal by corporation)

If a limited liability company: _____
By: _____
Title: _____

Address of Proposer: _____

Telephone Number of Proposer: (____) _____